

# ISBA ENTRY QUICK START GUIDE

Use this Quick Start Link Guide to navigate to the areas of Best in Media that you need to create an entry and pay your entry fee(s)

## PRE-ENTRY PREPARATION

- Are you currently a member of the ISBA? If not, [Click Here](#) to join and get great benefits as well as big discounts on your entry(s) including “first entry free”.
- [Click Here](#) to review the entry rules and criteria as well as a list of this year’s Divisions and Categories

## CREATE AN ACCOUNT FOR 2024

- [Click Here](#) and select the tab called “Create Account”. You will need to do this for 2024.
- [Click Here](#) and select the tab called “Log In” to log into the site once you have created your account.

## ENTER

- [Click Here](#) to open the Entry Form. Note: The form will walk you through the entire process.
- Note: Every time you submit an entry, a copy of your entry form will be sent to your email. That is your only copy. Each form will have a button that allows you to go back in and edit any part of your entry.

## MEDIA

- Every entry allows up to 4 media files of any type. Make sure you have read the [Rules and Criteria](#) to make sure you are preparing your files correctly.

VIDEO: Submit a YouTube link to the video you want to submit. You must make sure this video is made public.

IMAGE: Any image either a JPG or PNG file

AUDIO: Any audio file formatted as an MP3 file

DOCUMENT: Any document formatted as a PDF file

WEBSITE: Any website URL

## PAYMENT

- Add up all the entry forms you have submitted. They will be in your email.
- [Click Here](#) to go to the Payment Form.
- If you are a member, you get the first entry in any category for FREE!!!
- Your payment will be processed by PayPal or Venmo

## PAYMENT

- [Click Here](#) to go back to the site and log out